

# Pathway to Careers

Program of Studies  
2014-2015



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## Pathway to Careers

Course Title	Valid Course Code	Recommended Grade Level							Recommended Credit
		6	7	8	9	10	11	12	
Career Choices	320101	x	x	x					N/A
Career Choices	320102				x				½
Career Options: Level I	320103				x	x	x	x	1
Career Networking: Level II	320104					x	x	x	1
Career Work Experience: Level III	320105						x		3*
Career Work Experience: Level IV	320106							x	3*
Special Topics in Pathway to Careers	320107				x	x	x	x	To be determined
Leadership Dynamics	320108				x	x	x	x	

\* High school credit for this course is to be determined at the district level based on the number of hours students are working in business/industry.

# PATHWAY TO CAREERS

## Overview of Pathway to Careers

Pathway to Careers is a program area in Career and Technical Education which provides a continuum of career education experiences. Career Choices in the middle school is an exploratory course which introduces students to a broad range of career opportunities. For secondary students, Career Options and Career Networking offer opportunities to develop job finding and keeping skills and focus on orientation and exploration in the fourteen career clusters. Upon completion of Career Options and Networking, students may select a career pathway or Career Work Experience to complete his/her program.

Incorporated in the Pathway to Careers curriculum are basic concepts of human relations, life skills, overview of career clusters and opportunities for work-based learning. Students are encouraged to participate in cooperative education and other work-based learning experiences. Cooperative Education consists of in-school instruction combined with on-the-job work experience. Specific guidelines are outlined in 705 KAR 4:041. Information on other types of work-based learning is described in detail in the document Work-Based Learning Manual, which is available on the Kentucky Department of Education web page at:

<http://education.ky.gov/CTE/cter/Pages/WBL.aspx>

One of the expectations of students enrolled in Career and Technical Education programs is to declare a career pathway which needs to be done by the tenth grade. In an effort to assist students in this process, Career Options in the Pathway to Careers program may serve as one of the four credits in a career pathway (e.g. agriculture, business/marketing, family and consumer sciences, health science, industrial education, information technology and engineering technology), if identified in the pathway.

These courses are open to all students and provisions are to be made for meeting the diverse needs of all learners. The Pathway to Careers program is based upon needs assessment of students including career and personal assessments as components of the Individual Learning Plan.

## CONTINUUM FOR PATHWAY TO CAREERS PROGRAM

6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> and/or 9 <sup>th</sup> Grades	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Career Choices	Career Options* (Level I)	Career Networking (Level II)	Career Pathway: Students may pursue courses in one of the fourteen career clusters. or	Career Pathway: Students may pursue courses in one of the fourteen career clusters. or
Career Choices	Career Options* (Level I)	Career Networking (Level II)	<div style="text-align: center;">↓</div> Career Work Experience (Level III)	<div style="text-align: center;">↗</div> Career Work Experience (Level IV)

It is suggested that persons teaching Career Options, Career Networking and Career Work Experience has had some career externship experience in business and industry.

\*Career Options class may be an elective for any career pathway in Career and Technical Education

## **GUIDELINES FOR TEACHER SELECTION – PATHWAY TO CAREER PROGRAM**

### **Career Choices, Career Options, Career Networking and Career Work Experience Programs**

Valid Kentucky teaching certificate (Grades 5-12)

#### **Leadership Dynamics**

Must be taught by a Career and Technical Education certified teacher

## **STANDARDS BASED CURRICULUM**

The curriculum for the courses in Pathway to Careers is based on academic and technical standards. Competencies and standards are aligned in units of instruction located on KDE website

<http://education.ky.gov/CTE/cter/Pages/CTECurricAlign.aspx> . These units include the following components: General Information and Overview, Learning Targets, Pathway Focus Section (Learning Targets, Learner Activities, Common Core Standards and 21<sup>st</sup> Century Skills), Suggested Activities for Culminating Project, Assessments and Resource Materials.

## **SCHOOL BASED ENTERPRISES**

In many Kentucky high school programs a school based enterprise is an integral part of the curriculum. Running an actual business allows students to learn contextually without leaving school. Textbook concepts become real as students operate a business.

## **WORK BASED LEARNING**

Cooperative experience, internships, job shadowing and mentoring opportunities provide depth and breadth of learning in the instructional program and allow students to apply the concepts learned in the classroom. The Work Based Learning Manual is available on the KDE webpage:

<http://education.ky.gov/CTE/cter/Pages/WBL.aspx>

**Career Choices**  
**Valid Course Code**  
**320101 – Grades 6-8**  
**#320102 – Grade 9**

<b>Course Description</b>
This course is designed for middle school students and introduces them to a broad range of career opportunities available in today's society. Units of instruction will focus on content for grades 6, 7, and 8 as outlined in the Program of Studies. The course content includes assessment of student interests, aptitude, and learning styles in order to assist students in identifying careers and planning a career path. Opportunities for student interaction with professionals will be provided through field trips, service learning, shadowing and mentoring.
<b>Content/Process</b>
<p>Students will:</p> <ul style="list-style-type: none"> <li>• Identify and explain why people need to work.</li> <li>• Develop an awareness of career clusters and jobs relating to those clusters.</li> <li>• Demonstrate the ability to use a variety of current labor market information and resources, such as computer software and personal interviews, to analyze career opportunities.</li> <li>• Identify and apply basic academic and technological skills relating to a variety of careers.</li> <li>• Demonstrate employability and social skills important to career success.</li> <li>• Identify skills that a variety of careers have in common and that are transferable among many careers.</li> <li>• Exhibit productive work habits, attitudes, and social skills.</li> <li>• Recognize proper safety standards and hazards associated with duties in a variety of careers.</li> <li>• Participate in shadowing and mentoring experiences in a workplace.</li> <li>• Analyze individual interests, aptitudes, and attitudes relating to career planning.</li> <li>• Examine skills that are needed to be accepted into college or other postsecondary training or to get a job.</li> <li>• Update Individual Learning Plan.</li> </ul>
<b>Connections</b>
<ul style="list-style-type: none"> <li>• Kentucky Core Academic Standards</li> <li>• Secretary's Commission Achieving Necessary Skills (SCANS)</li> <li>• National Occupational Information Coordinating Committee (NOICC) Career Development Competencies</li> <li>• Common Career Technical Core Standards</li> <li>• 21<sup>st</sup> Century Skills</li> </ul>

**Career Options – Level I**  
**Valid Course Code**  
**320103**

**Course Description**

Career Options is a course at the secondary level focusing on orientation to careers. The course is designed for all students. Course content focuses on orientation and exploration in 16 career clusters, employability skills and work ethics. Opportunities are provided for the development of problem solving, decision making, reasoning and learning through school and work-based learning experiences and exploration.

**Content/Process**

Students will:

- Analyze and evaluate why people work.
- Explore the role of teamwork.
- Demonstrate communication skills such as positive criticism, listening, speaking and writing.
- Assess interest, aptitude and learning styles.
- Relate assessment results to career planning.
- Relate desired lifestyle to career decision making process.
- Explain the concept of career clusters.
- Explore and practice basic and related skills in each of the 14 career clusters.
- Determine education or training required in various jobs in the career clusters.
- Apply mathematic skills in determining wages for various job clusters.
- Identify basic items a person might need when applying for a job.
- Demonstrate ability to apply for items such as birth certificate, social security number, high school transcript, WE Card, W-4, and Employment Eligibility Verification (I-9).
- Identify ways to locate job openings.
- Demonstrate basic knowledge of applying for a job, including résumé, letters of application, job applications, and interviews.
- Demonstrate appropriate work ethics and work habits in the classroom and in job exploration settings.
- Identify expectations of employers for employees.
- Demonstrate grooming practices appropriate for the work place.
- Demonstrate general on-the-job safety practices.
- Explore opportunities for participating in work-based learning experiences.
- Identify labor laws and regulations affecting students.
- Update Individual Learning Plan.

**Connections**

- Kentucky Core Academic Standards
- Secretary's Commission Achieving Necessary Skills (SCANS)
- National Occupational Information Coordinating Committee (NOICC) Career Development Competencies
- Common Career Technical Core Standards
- 21<sup>st</sup> Century Skills

**Career Networking – Level II**  
**Valid Course Code**  
**320104**

<b>Course Description</b>	
Career Networking continues the Career Options course and provides opportunities for exploration of the career clusters in a career pathway. The curriculum includes a continuum of employability and computer skills needed in the workplace. Upon completion of the course, students have an opportunity to select a career pathway.	
<b>Content/Process</b>	
<p>Students will:</p> <ul style="list-style-type: none"> <li>• Identify components of Career Networking course.</li> <li>• Explain the role of work-based learning.</li> <li>• Use decision-making process in career planning.</li> <li>• Review career opportunities in chosen career clusters.</li> <li>• Compare and contrast sources used in finding a job.</li> <li>• Locate job leads in chosen clusters.</li> <li>• Develop a formal résumé for career portfolio.</li> <li>• Compose letters to use in seeking or terminating employment.</li> <li>• Complete job application, identifying standards by which employers judge applications.</li> <li>• Identify documents needed for an interview.</li> <li>• Demonstrate techniques used in interviewing.</li> <li>• Develop interview follow-up materials.</li> <li>• Locate and use local, state and national labor market information.</li> <li>• Complete in-depth exploration in two or more chosen career clusters.</li> <li>• Recognize the role and uses of technology in current and future job markets.</li> <li>• Recognize the importance of safe and appropriate use of technology.</li> <li>• Describe the uses and benefits of computers in student's chosen career clusters.</li> <li>• Demonstrate effective techniques for teamwork.</li> <li>• Recognize work ethics needed for success on the job.</li> <li>• Develop skills in solving practices in the workplace.</li> <li>• Recognize health and safety practices in the workplace.</li> <li>• Recognize the role of pre-employment testing in the workplace.</li> <li>• Identify how unions, professional membership, and labor laws affect employment.</li> <li>• Describe workplace evaluation procedures.</li> <li>• Develop independent living skills.</li> <li>• Identify how family expectations and lifestyles can impact the worker and employer.</li> <li>• Identify career expectations and update Individual Learning Plan (ILP).</li> </ul>	
<b>Connections</b>	
<ul style="list-style-type: none"> <li>• Kentucky Core Academic Standards</li> <li>• Secretary's Commission Achieving Necessary Skills (SCANS)</li> <li>• National Occupational Information Coordinating Committee (NOICC) Career Development Competencies</li> <li>• Common Career Technical Core Standards</li> <li>• 21<sup>st</sup> Century Skills</li> </ul>	

**Career Work Experience – Level III**  
**Valid Course Code**  
**320105**

**Course Description**

Career Work Experience is a course at the secondary level focusing on cooperative work experience for students at the 11<sup>th</sup> and 12<sup>th</sup> grades. The course is designed for all students and the Individual Learning Plan (ILP) will be a useful tool in determining enrollment in the course. Career Work Experience includes a related class and cooperative work experience in business and industry.

**Content/Process**

Students will:

- Identify program expectations for Career Work Experience.
- Develop a training plan/agreement for on-the-job training.
- Participate in career work experience.
- Exhibit competencies/skills necessary for the chosen job.
- Identify skill areas needed for the specific job.
- Apply for employment, using application form, résumé, letter of application, interviews, and other employment forms.
- Demonstrate regular and punctual attendance.
- Exhibit appropriate on-the-job behavior.
- Demonstrate effective teamwork on the job.
- Exhibit proper appearance and dress for the job.
- Select ways to maintain health and fitness for the job.
- Accept constructive criticism.
- Summarize information concerning local, state, and federal labor laws affecting work experiences.
- Exhibit effective communication skills on the job.
- Demonstrate safety procedures on the job.
- Utilize appropriate transportation to and from work site.
- Use basic math applications in relation to paychecks, banking, and taxes.
- Utilize technology on the job.
- Make financial decisions relating to effective use of pay checks.
- Explain work benefit packages.
- Apply the decision-making process to problems that arise on the job.
- Identify reasons for job dismissal.
- Describe procedures to follow when changing jobs.
- Identify ways to advance at work.
- Identify the role of union and professional memberships in the world of work.
- Describe qualities of good leadership.
- Utilize time management skills.
- Update Individual Learning Plan (ILP).

**Connections**

- Kentucky Core Academic Standards
- Secretary's Commission Achieving Necessary Skills (SCANS)
- National Occupational Information Coordinating Committee (NOICC) Career Development Competencies
- Common Career Technical Core Standards
- 21<sup>st</sup> Century Skills



**Career Work Experience – Level IV**  
**Valid Course Code**  
**320106**

<b>Course Description</b>	
<p>Career Work Experience is a course at the secondary level focusing on cooperative work experience for students at the 11<sup>th</sup> and 12<sup>th</sup> grades. The course is designed for all students and the Individual Learning Plan (ILP) will be a useful tool in determining enrollment in the course. Career Work Experience includes a related class and cooperative work experience in business and industry.</p>	
<b>Content/Process</b>	
<p>Students will:</p> <ul style="list-style-type: none"> <li>• Identify program expectations for Career Work Experience.</li> <li>• Develop a training plan/agreement for on-the-job training.</li> <li>• Participate in career work experience.</li> <li>• Exhibit competencies/skills necessary for the chosen job.</li> <li>• Identify skill areas needed for the specific job.</li> <li>• Apply for employment, using application form, résumé, letter of application, interviews, and other employment forms.</li> <li>• Demonstrate regular and punctual attendance.</li> <li>• Exhibit appropriate on-the-job behavior.</li> <li>• Demonstrate effective teamwork on the job.</li> <li>• Exhibit proper appearance and dress for the job.</li> <li>• Accept constructive criticism.</li> <li>• Summarize information concerning local, state, and federal labor laws affecting work experiences.</li> <li>• Exhibit effective communication skills on the job.</li> <li>• Demonstrate safety procedures on the job.</li> <li>• Utilize appropriate transportation to and from work site.</li> <li>• Use basic math applications in relation to paychecks, banking, and taxes.</li> <li>• Make financial decisions relating to effective use of pay checks.</li> <li>• Explain work benefit packages.</li> <li>• Apply the decision-making process to problems that arise on the job.</li> <li>• Identify reasons for job dismissal.</li> <li>• Describe procedures to follow when changing jobs.</li> <li>• Identify ways to advance at work.</li> <li>• Identify the role of union and professional memberships in the world of work.</li> <li>• Describe qualities of good leadership.</li> <li>• Utilize time management skills.</li> <li>• Update Individual Learning Plan (ILP).</li> </ul>	
<b>Connections</b>	
<ul style="list-style-type: none"> <li>• Kentucky Core Academic Standards</li> <li>• Secretary's Commission Achieving Necessary Skills (SCANS)</li> <li>• National Occupational Information Coordinating Committee (NOICC) Career Development Competencies</li> <li>• Common Career Technical Core Standards</li> <li>• 21<sup>st</sup> Century Skills</li> </ul>	

**Special Topics in Pathway to Careers**  
**Valid Course Code**  
**320107**

<b>Course Description:</b> Special Topics is a course at the secondary level which provides instruction relating to Pathway to Careers, but is not included in the courses of Career Choices, Career Options, Career Networking, or Career Work Experiences.
<b>Content/Process</b>
Students will: <ul style="list-style-type: none"><li>• Complete instructional activities relating to Pathway to Careers as designed by the student's high school.</li></ul>

**Leadership Dynamics**  
**Valid Course Code**  
**320108**

**Course Description**

This course is designed to prepare individuals to be successful leaders in a global society through the development of a personal philosophy of leadership. Emphasis will be placed on individuals recognizing their leadership styles and the development of skills related to team building, management and communication. This course will provide opportunities for students to make application of knowledge and skills gained through this course.

**Content/Process**

Students will:

- Investigate types of leadership and determine personal styles.
- Compare and contrast positive and negative characteristics of leaders.
- Identify the role of leadership in the global society.
- Assess the role that qualified leaders have on the success of organizations.
- Explain how cultural and social diversity and equity impact leadership skills.
- Identify and explain the importance of team membership skills for individuals and groups.
- Develop interpersonal skills for resolving conflicts that occur in the home, school, community, and workplace.
- Demonstrate verbal and nonverbal communication skills needed for personal and leadership roles.
- Make informed decisions using decision-making process.
- Demonstrate appropriate parliamentary procedure skills used in meetings.
- Analyze leadership opportunities available in school and community.
- Describe how ethical and social behaviors affect individuals.
- Develop personal goals.
- Demonstrate appropriate business, professional and social etiquette.
- Analyze the role self-management has on the use of time and stress.

**Connections**

- DECA – Marketing
- FBLA – Business Education
- FEA – Education
- FFA – Agriculture Education
- FCCLA – Family and Consumer Sciences
- HOSA – Health Science Education
- TSA – Technology
- STLP – Student Technology Leadership Program
- Beta
- 4-H
- Secretary’s Commission for Achieving Necessary Skills (SCANS)
- Kentucky Core Academic Standards